

CITY OF MILWAUKIE

CLASSIFICATION: Engineering Technician III

Department: Engineering

FLSA Status: Nonexempt

Pay Grade: 62

Union Representation: AFSCME

CLASSIFICATION SUMMARY:

Performs a variety of technical advanced journey level work in engineering. Work involves project design, project management, and inspection, primarily with private development projects, but could also include City Capital Improvement Plan (CIP) projects. Position coordinates with and presents project details to the public and private agencies and/or to community groups. Position may manage specialized programs. Directs, coordinates, and performs inspections throughout the construction process to verify plans conform to City code, Public Works Standards, and conditions of approval (where applicable) and ensures construction workmanship and materials comply with the approved plans and specifications. Provide technical support to more superior engineering positions; provides guidance and leadership to the Technician I and Technician II positions. Position reports to the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Serves in a lead role for a program or project team. Assigns, schedules, and/or trains Engineering Technician I and Engineering Technician II staff as directed. Provides coaching as appropriate.
2. Provides engineering support to the Planning department for private development projects, including, but not limited to attending Planning staff meetings, development review team meetings, and pre-application meetings; provides completeness reviews, and writing findings and conditions of approval for land use applications.
3. Drafts developer agreements, issues public works permits, establishes escrow accounts and other duties related to development within the City.
4. Oversees traffic study scope of work and review and approval of traffic impact studies for private development projects.
5. Schedules and facilitates pre-construction meetings for private development projects.
6. Reviews and approves building permit applications and calculates/approves SDC fees for building permit applications.
7. Interacts with Public Works to create or revise traffic and parking regulations.
8. Answers public inquiries regarding existing and proposed public facilities, private development projects, tax lot numbers, and construction restrictions and requirements.
9. Responds to public concerns on construction related requirements.
10. Serves as a member of various employee and citizen committees, as assigned.
11. Attends and participates in community and neighborhood meetings.

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12. Maintains positive public relations with customers and is responsive to customer needs.
13. Develops safe work habits and contributes to the safety of self, co-workers, and the public.
14. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Milwaukie Municipal Code and how it applies to private development projects.
- Applicable City policies, laws, and regulations affecting division activities.
- Review of development plans for compliance with the City's Municipal Code and Public Works Standards.
- GIS mapping.
- Project inspection and use of advanced engineering software.

Skills and Abilities to:

- Manage consulting contracts and consulting teams.
- Calculate cost estimates on complex projects.
- Design and manage projects related to traffic, street and storm.
- Manage projects and prioritize multiple assignments within tight timeframes.
- Conduct engineering research and compile comprehensive reports.
- Research and prepare legal descriptions.
- Perform field inspections.
- Establish and maintain effective working relationships.
- Work as a team member.
- Read, understand, and answer complex and detailed questions concerning the City's Public Works Standards and Standard Detail drawings.
- Operate a variety of computerized equipment, standard office software and specialized engineering software.
- Perform the essential functions of the job.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Associate degree in Civil Engineering or a closely related field.
- Five (5) years utilizing technical skills in Engineering or closely related field.

Licensing/Special Requirements:

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- Must possess or be able to obtain by time of hire a valid Oregon or Washington State Driver's License.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying instruments; telephone and mobile radio.

Supervision:

- This is not a supervisory classification. Acts as a lead worker and may be responsible for the day-to-day training, monitoring and direction of lower level Engineering Technicians. May also assume responsibility for coordination of specific projects.
- Works under the general direction of the City Engineer and takes direction on specific projects from more senior engineering positions.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Most work is performed in a standard office environment.
- Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing field survey work, field inspections or setting traffic counters.
- Some evening meetings required.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: 1/26/2021
Adopted: 2/8/2021
Revised: